



CDBG APPLICATION PACKAGE

City of Warwick

Scott Avedisian, Mayor

Community Development Block Grant Year 43

FY 2018

(July 1, 2017 – June 30, 2018)

Deadline: 3:00 p.m. January 13, 2017

*City of Warwick, Rhode Island
Office of Housing & Community Development
Kevin Sullivan, Program Coordinator
City Hall Annex
3275 Post Road, Warwick, 02886
Tel: 401-738-2000 x6376
Fax: 401-732-9522
TDD: 401-739-9150*

Application Package Table of Contents

I.	General Information Sheet	2
II.	Fact Sheet.....	3
III.	CDBG Funding Policy and Criteria.....	7
IV.	Checklist of Required Attachments	13
V.	Application Guidelines	14
VI.	Application Instructions.....	15

GENERAL INFORMATION YEAR 43

SUBMISSION REQUIREMENTS:

- One original Application
- Twelve copies of each Application
- One copy of the required attachments

Applications will be accepted from November 23, 2016 to January 13, 2017, at 3:00 p.m. The January 13, 2017, 3:00 p.m. deadline will be adhered to without exception.

Applications deemed incomplete or unresponsive will be returned to the applicant with deficiencies noted; a five-day period to resubmit the application will be provided. If the applicant does not respond within the five-day period, the application will be considered null and void and terminated.

Please do not revise the application form, all applications must be submitted on the forms provided by the Community Development Office.

Applicants are encouraged to discuss their applications/proposals with Community Development staff prior to the January 13, 2017 submission.

PUBLIC FACILITIES & IMPROVEMENTS AND HOUSING APPLICATIONS:

All public facility and site improvement funds must be under contract within the fiscal year funds were awarded. Any funds not under contract will be recaptured by this office on June 15, 2018.

All applications for funding in the areas of housing, economic development, rehabilitation or construction of community/public facilities, public improvements and historic preservation must be **\$25,000.00** or greater in value. Applications for projects of less than **\$25,000.00** will not be accepted.

Applications will only be fully funded, there will be no partial funding considered.

There will be an estimated **\$203,897** available for public facilities & improvements and approximately **\$100,000** available for housing projects.

PUBLIC SERVICE GRANTS:

There will be an estimated **\$144,000** available for public service grants for administrative/operational support

All unexpended funding is recaptured at the completion of the fiscal year.

SCHEDULE:

November 22, 2016	2:00 pm	Public Hearing Information Workshop (Application period begins).
January 13, 2017	3:00 pm	Deadline for all applications.
Jan 31 & Feb 1, 2017	6:00 pm	Advisory Commission hearings begin, City Hall Lower Level Conference Room

FACT SHEET
COMMUNITY DEVELOPMENT BLOCK GRANTS
YEAR 43
FISCAL YEAR 2018

Introduction

The City of Warwick is currently accepting applications for funding from the Community Development Block Grant (CDBG) program. The CDBG deadline for submitting a FY 2018 application is **Friday, January 13, 2017**. Applications are to be submitted to:

Community Development Office
City Hall Annex
3275 Post Road
Warwick, RI 02886

CDBG Program

The CDBG program provides the City of Warwick with the opportunity to develop viable communities by funding activities that provide decent housing a suitable living environment, and by expanding economic opportunities, principally for low and moderate income persons. Funds are awarded to carry out a wide range of community development activities directed toward neighborhood revitalization, economic development, and the provision of improved community facilities and services. The program is funded by the U.S. Department of Housing and Urban Development (HUD).

If your organization is interested in improving or expanding the City's housing stock, providing needed public facilities, revitalizing a particular neighborhood, including economic development, or providing needed public services, especially in coordination with other housing and/or revitalization activities, a CDBG project may be appropriate.

Eligible Activities

While federal legislation and regulations have established rules that all CDBG funded activities must meet, the Community Development Office has developed its own CDBG funding policy and priorities.

The City must assure that all projects meet one of the two national objectives of the program. Each project must:

1. Benefit low and moderate income persons; or
2. Aid in the prevention of slums and blight.

For a project to meet the first national objective of benefiting low and moderate income persons, it must either have income eligibility requirements that limit the benefits of that project to low and moderate income persons or the project must be located in an area that is predominantly inhabited by residents who are persons of low and moderate income. Under the regulations for the CDBG program, facilities that serve the elderly or persons with disabilities are usually considered to benefit low and moderate income persons.

HUD Income Limits*		Effective March 28, 2016	
<u>Family Size</u>	<u>Extremely Low</u> (30% of Median)	<u>Very Low</u> (50% of Median)	<u>Low</u> (80% of Median)
1	\$15,300	\$25,500	\$40,800
2	\$17,500	\$29,150	\$46,600
3	\$20,160	\$32,800	\$52,450
4	\$24,300	\$36,400	\$58,250
5	\$28,440	\$39,350	\$62,950
6	\$32,580	\$42,250	\$67,600
7	\$36,730	\$45,150	\$72,250
8	\$40,890	\$48,050	\$76,900

*All income figures have been rounded to the nearest \$50.

For a project to meet the second objective of removal of blight, it must be designed to address the conditions causing the slums and blight. Generally, areas of slums and blight are determined by the City, though activities designed to remove a specific blighting condition can be considered. Historic preservation projects involving rehabilitation can also be undertaken.

Activities that do not meet one of these two broad national objectives cannot be undertaken with CDBG funds.

Some of the specific projects that can be carried out with Block Grant funds include the acquisition of real property; relocation and demolition; rehabilitation of residential and non-residential structures; removal of architectural barriers that restrict the mobility and accessibility of elderly or handicapped persons; provision of public facilities and improvements such as water and sewer facilities, streets, and neighborhood facilities; and the conversion of schools for eligible purposes. The CDBG program can also provide assistance to carry out economic development activities, including job creation and improvements to business districts. In addition, Block Grant funds may be used to pay for public services and for projects relating to energy conservation and renewable energy resources.

The Community Development Office has also established a CDBG Funding Policy under which each application will be considered. This policy identifies a number of general and activity-specific objectives that must be met in order for an application to receive further consideration. The CDBG Funding Policy also makes clear that, while the Federal CDBG regulations allow up to 15% of the annual grant to be allocated to public service programs, the City will devote 15% of its annual grant, based on current funding priorities. Public services include but are not limited to those programs concerned with employment, crime prevention, child care, day care, health care, drug abuse prevention, education, mental health, energy conservation, welfare, or recreation.

Certain types of projects are ineligible for assistance from the CDBG program. The following types of activities are ineligible:

1. Construction of or improvements to general government buildings and schools.
2. Routine operation, maintenance, and repair activities for public facilities and services.
3. Assistance to churches or church-affiliated organizations are not eligible, unless a clear separation of purpose, mission, and organizational relationship can be established between the church and the CDBG-funded projects.
4. Any costs already incurred by an organization prior to receiving a signed agreement from the City.

Selection Process

All applications will be reviewed by staff of the Community Development Office to determine eligibility and, in the case of CDBG funds, conformance with the Department's CDBG Funding Policy. Applications then will be reviewed by the Community Development Advisory Committee (CDAC) for CDBG. All CDBG applicants will be invited to make a fifteen minute presentation on the project at an Advisory Committee meeting in January or February. Applicants will be informed of the time and place.

Priority will be given to projects that:

- * have a high benefit to low and moderate income persons;
- * have a detailed plan for permanent funding;
- * require a one-time only infusion of funds;
- * are likely to achieve their objectives and be successful;
- * use other public and private sources to the greatest extent possible;
- * support or coordinate with other community development efforts;
- * document substantial neighborhood or public support;
- * present a reasonable, sound budget; and are to be implemented by organizations with a solid track record.

Both the Community Development Office and the Advisory Committee will recommend CDBG projects for funding to the Mayor, who will then make final recommendations.

Projects proposed this winter will be funded in the City's next budget year, starting July 1, 2017. Due to HUD restrictions and clearances that must be obtained, some public facility projects cannot commence until September 1, 2017. Projects are required to terminate at the end of the City's Fiscal Year June 30, 2018.

All funding is limited, and these programs cannot be considered as ongoing, multi-year funding sources. Applications submitted for funding should be either for a one-time expenditure, such as a renovation project, or for a new and needed service. For a new service, the funds should be used to test the effectiveness of the service; permanent funding should come from another source. Funding of a project for more than one year is not guaranteed. Most service projects proposed for funding should be designed so as to be able to complete their task in approximately one year.

Contractual Requirements

Under City and Federal laws and regulations, certain requirements must be met in order to negotiate an agreement and disburse funds. These requirements include the following:

1. Except for economic development projects and certain types of housing projects, applicants must demonstrate that they are a private, non-profit or governmental agency. If non-profit, they must be incorporated under state law and have/or have applied for 501 © (3) status.
2. After an application is approved for funding, an agreement will be prepared and sent by the City to the person identified by the applicant as the authorized official for signature. The agreement will specify the amount of the award, the period for which the project is approved, duration dates, and administrative provisions. Special conditions attached to the award also will be specified in the agreement. Grantees will be required to file regular reports on expenditures, progress toward goals, and beneficiaries. Forms for these reports will be provided.
3. Grantees will be required to obtain adequate insurance covering workman's compensation, bodily injury, property damage, or automobile liability, depending on the nature of the project. Grantees will be responsible for obtaining any necessary licenses and for complying with all applicable federal, state, and municipal laws, codes, and regulations. You can include the costs of insurance and licenses for the project in the proposed budget.
4. As part of any grant, recipients will be required to comply with affirmative action and equal opportunity laws. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part.

COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING POLICY AND EVALUATION CRITERIA

A. GENERAL POLICY STATEMENT: Use of Funds

1. Community Development Block Grant (CDBG) funds will be used to carry out a wide range of community development activities directed towards neighborhood revitalization, economic development, and the provision of improved community facilities and services which benefit low and moderate income persons. Generally, not more than 15 percent of the City's discretionary CDBG funds will be allocated for public service activities. Funded activities will be directed towards meeting the following objectives (in no particular order):
 - a. Elimination of slums and blight and prevention of blighting influences.
 - b. Elimination of conditions detrimental to health, safety and public welfare.
 - c. Stimulation of economic growth, development, and employment opportunities which will principally benefit persons of low and moderate income.
 - d. Conservation and expansion of the City's housing stock for low and moderate income households.
 - e. Restoration and preservation of properties of special value.
 - f. Development and improvement of public facilities which contribute to the livability of residential areas.

B. APPLICATIONS REVIEW AND RECOMMENDATIONS

1. CDBG applications are accepted by the Community Development Office on an annual, cyclical basis, generally during December. The deadline date for submission of applications varies slightly from year to year. Projects submitted after the deadline will not be considered for review unless it can be demonstrated that the application is for funding of an emergency nature or represents a unique, one-time opportunity which cannot wait for the normal round of applications. Requests will be accepted at the discretion of the Director of the Community Development Office.

2. All applications, to be considered, must meet one of the two following Federal objectives as defined by the Department of Housing and Urban Development (HUD):

- *Benefit low and moderate income persons.

- *Aid in the prevention of slums and blight.

3. All applications will be reviewed by the staff of Community Development Office to determine eligibility in accordance with HUD criteria and conformance with the CDBG funding policy.
4. All applications accepted for competition will be reviewed by the Community Development Advisory Committee (CDAC) in accordance with the Committee's established practice.
5. After discussion and consultation through the review process, both the Community Development Office and the CDAC will recommend projects for funding to the Mayor who will then make a final recommendation.

C. GENERAL PROPOSAL EVALUATION CRITERIA

Following the review of CDBG applications for eligibility and conformance with the CDBG funding policy, all applications will be evaluated using the following general evaluation criteria and the criteria for the specific category of program/project proposed.

Special consideration/priority will be given to the following:

- * Programs/projects which maximize utilization of outside (non-CDBG) funds and services and which successfully coordinate public and private efforts.
- * Programs/projects which can demonstrate the capability of being carried out successfully.
- * Programs/projects which are clearly defined as to scope, location, need, budget, goals, and means of evaluation of program progress.
- * Programs/projects which have strong neighborhood/community support, with sufficient evidence, illustrating this support.
- * Programs/projects located in Community Development target areas.
- * Projects which will require a one-time only infusion of fund

D. PUBLIC SERVICES ASSISTANCE

Under the category of Public Services, CDBG funds must be used to provide human services to low and moderate income persons and programs designed to assist minorities, the mentally and physically handicapped, the homeless, elderly, children and youth. Due to the limited CDBG resources, applicants for public service activities are encouraged to seek funding from other agencies that would normally fund such projects (i.e., Department of Health and Human Services).

Consideration will be given to the public service applications that demonstrate at least one of the following:

1. The funds are for a service that is not available in the City.
2. The project will be carried out in a Community Development target area.
3. Funding is for new or an expansion of services.

Public Services Assistance Proposal Evaluation Criteria

Special consideration/priority will be given to the following proposed public service programs:

- * Programs which require a one-time use of CDBG funds.
- * Programs which serve a high percentage of low and moderate income persons.
- * The activity has evidence that it will be carried out in coordination with a City department activity/program or with other entities and organizations.
- * Evidence that other public and private funds or services are being used for the operation of the program (i.e., volunteers, in-kind donations).

E. HOUSING

Consideration for CDBG funds will be given to projects which improve or create housing for low and moderate income homeowners and renters and meet one or more of the following objectives:

1. Assist low income homeowners through low interest home improvement grants for emergency repairs, home maintenance and energy conservation through the City's ongoing housing rehabilitation program.
2. Provide support to non-profit community-based or for-profit corporations engaged in the rehabilitation and/or construction of housing primarily for low and moderate income persons.

3. Undertake specific housing efforts to address the problems of the City's special populations including support for the renovation and upgrading of existing shelters, which includes: shelters for the homeless, convalescent homes, hospitals, nursing homes, battered spouse shelters, halfway houses for run-away children, etc., and other facilities designed to assist the homeless to become self-sustaining.
4. Provide housing assistance to the handicapped through the rehabilitation of their home.
5. Acquire, assemble and/or prepare sites for housing development, consistent with the housing policies for the City.
6. Support fair housing through education, counseling, legal assistance and consumer protection programs.
7. Demolish structurally defective buildings which are not suitable for rehabilitation and are a blighting influence.

Housing Proposal Evaluation Criteria

Special consideration/priority will be given to the following proposed housing projects:

- * Projects which serve the City's special populations, such as the homeless, the physically and mentally handicapped, the elderly, at-risk children and youth, and victims of spouse abuse.
- * Projects which serve a high percentage of low and moderate income persons.
- * Projects which are located in a Community Development target area.

F. ECONOMIC DEVELOPMENT

Consideration will be given to projects which stimulate the economic conditions of low and moderate income persons and/or provide commercial activities in low and moderate income communities and meet one or more of the following objectives:

1. Planning, design and feasibility studies in coordination with related residential programs.
2. Acquisition and clearance of blighted properties
3. Assistance in the development and improvement of businesses which provide job opportunities for low and moderate income persons throughout the City.
4. Provision of opportunities for job training and placement for disadvantaged populations, such as high school drop-outs and language minorities.

5. Acquisition of commercial facade easements to improve the appearance of businesses in CDBG eligible communities.

Economic Development Proposal Evaluation Criteria

Special consideration/priority will be given to the following proposed economic development projects:

- * Projects which create, retain, and support businesses in low and moderate income neighborhoods.
- * Projects which create, retain and support jobs for low and moderate income persons.
- * Projects which provide needed services to low and moderate income neighborhoods
- * Projects which are located in a Community Development target area.

G. COMMUNITY FACILITIES

Under the category of Community Facilities, CDBG funds must be used to improve or develop community facilities that benefit low and moderate income persons, the mentally and physically handicapped, the elderly, children and youth. Consideration will be given to applications which meet one or more of the following objectives:

1. The facility meets an unmet need in the community.
2. Improvements to the facility would eliminate health and safety problems.
3. Improvements to the facility would allow for increased services as identified by a City agency.
4. For privately-owned facilities, other non-CDBG funds and/or services will contribute to improvement costs.
5. For privately-owned facilities, the operating and maintenance cost of the facility would not require future commitments of City operating funds.

Community Facilities Proposal Evaluation Criteria

Special consideration/priority will be given to the following proposed community facilities projects:

- * Projects which serve a high percentage of low and moderate income persons.

- * Projects which are located in, or serve, a Community Development target area of which serve an identified special population.

H. INFRASTRUCTURE

Under the category of Infrastructure, CDBG funds must be used to install or improve a community's infrastructure (including streets, curbs, gutters, sidewalks, wells, septic systems, street lights and sewers) in low and moderate income communities.

Consideration will be given to applications which meet one or more of the following objectives:

1. The improvements are part of a comprehensive improvement strategy for community development.
2. The majority of residents support the proposed improvements.
3. Other funding sources are not available to correct or improve the infrastructure.
4. The proposed improvements are located in a blighted or deteriorating area and are directed towards improving the commercial or residential environment.

Infrastructure Proposal Evaluation Criteria

Special consideration/priority will be given to the following infrastructure projects:

- * Projects which serve a high percentage of low and moderate income persons.
- * Projects in which the proposed infrastructure improvements will improve access for handicapped or elderly persons.
- * Projects which are located in a Community Development target area.

☒ **C h e c k l i s t**

Required Attachments

(PLEASE ATTACH IN THE ORDER LISTED BELOW)

- ☐ 1. **List of Board of Directors**
- ☐ 2. **Organizational Chart**
- ☐ 3. **Resume of Program Administrator**
- ☐ 4. **Resume of Fiscal Officer**
- ☐ 5. **Tax Exemption Determination Letter**
- ☐ 6. **Articles of Incorporation**
- ☐ 7. **By-Laws**
- ☐ 8. **Equal Opportunity Employment Plan & Grievance Procedure**
- ☐ 9. **Certificate of Insurance**
All organizations receiving funding are required to obtain and maintain in good standing insurance coverage for general liability, automobile liability and workers compensation.
- ☐ 10. **Financial Statement and/or most recent audit**
Audit Requirements: In accordance with the Office of Management and Budget Circulars A-133 and A-110, Non-Federal entities that expend \$500,000 or more in Federal Awards shall have a Single or program specific audit conducted each year. However, agencies expending less than \$500,000 per year must maintain records for review or audit by appropriate officials of the agency
- ☐ 11. **Additional Information**
Any other additional information that would be helpful to the Advisory Committee may be attached here.

Application Guidelines

- You may download the application PDF form from our website www.warwickri.com
- Request the Word document be emailed to you (kathy.g.kazarian@warwickri.com)

****An original and twelve (12) copies per application must be submitted**

**If your organization is submitting applications for more than one project,
please submit a separate application for each project**

****One (1) copy of the required attachments must be submitted per organization**

**PLEASE DO NOT BIND OR INSERT DIVIDER
PAGES IN THE APPLICATION**

For CDBG technical assistance, please send your questions via e-mail to kevin.j.sullivan@warwickri.com; or call Kevin Sullivan at (401) 738-2000 x6371

APPLICATION INSTRUCTIONS

ITEM #1 Applicant/Contact Person

Please list the legal name and address of the agency and the name, title and address of the contact person who will be working with the Housing & Community Development staff through the year. **Also necessary to provide in this section is your organization's Duns No.

ITEM #2 Project Information

- Project Title & Proposal location
- Estimate total number of persons to be served by the project that funds are being requested for
- Estimate number low and moderate income persons to be served
- Indicate if currently receiving CDBG funds and if so, present funding amount
- Indicate total project cost for this project/program

ITEM #3 Project Eligibility

To be eligible for CDBG funding, a project must qualify as an eligible activity. Indicate which category.

ITEM #4 Project Benefit

To be eligible for CDBG funding, a project must meet one of the three (3) national objectives of the CDBG Program. We are requesting that your project meet the national objective described under Item (a) or (b).

- a. Provide a benefit to low- and moderate-income persons
- b. Eliminate slums and blight, or;
- c. Meet an urgent need (disaster or catastrophic emergency)

ITEM #5 Project Descriptions

Briefly describe proposed project and the work to be performed. The narrative should include the purpose for the project, the needs or problems to be addressed, how the needs were determined, how will success of the project be determined, etc. Include WHAT you will do, WHO you will serve, WHY the project is needed, WHERE you will do it and WHAT you will fund with CDBG.

ITEM #6 Project Beneficiaries (self-explanatory)

ITEM #7 Performance Outcome Measures

HUD is instituting performance measures to gather information to determine the effectiveness of programs funded with CDBG. Select one project objective and one outcome that your project will achieve.

ITEM #8 Project Site

Complete this section if the project is a physical improvement project such as renovations, rehabilitation or conversion. Not applicable to Service Projects.

ITEM #9 Relocation

Indicate whether the project will result in relocation of households or businesses, either on a temporary or permanent basis. Not applicable to Service Projects

APPLICATION INSTRUCTIONS

ITEM #10 Accessibility for Persons with Physical Disabilities

(Self-Explanatory)

ITEM #11 Employment Client Participation

(Self-Explanatory)

ITEM #12 Proposed Project Budget

Indicate the entire cost of the project as well as those portions the CDBG funds will be used to pay. Please delineate this information in the separate columns provided on the Proposed Project Budget Sheet. For physical improvement/development projects, complete budget form 14A. For Service Projects, complete budget form 14B.

ITEM #13 Committed Funds

Identify sources and amounts of committed funds your agency has received for this project in current program year. If capital project involving funds allocated in various phases or years, indicate amount of funds committed in previous years.

ITEM #14 Proposed Revenue Sources

ITEM #15 Agency Budget

(Self-Explanatory)

ITEM #16 Organization Information

Describe purpose, services offered, staffing positions, financial management, etc.

ITEM #17 Conflict of Interest Questionnaire

(Self-Explanatory)